

## Movement Turnover Report

**Purpose** Use this procedure to identify employees who have left an agency or sub-agency (Business / Personnel Area); have been hired into the agency or sub-agency (Business / Personnel Area); or who have moved into another sub-agency (Personnel Area) within the agency (Business Area).

**Trigger** Perform this procedure when identifying employees who had movement in or out of the agency or sub-agency (Business / Personnel Area).

**Prerequisites** An action in HRMS has been performed such as a New Hire, Re-hire, Separation or an Appointment Change.

**End User Roles** In order to perform this transaction you must be assigned the following role:

- Personnel Administration Inquirer / Processor / Supervisor
- Payroll Analyst
- Payroll Inquirer / Processor / Supervisor
- Financial Reporting Processor
- Benefits Processor

Change History	
Date	Change Description
5/7/2009	Purpose and Helpful Hints statements have been updated. Report results screenshot reflects the new added fields. For more information please reference the <a href="#">HRMS Communication dated 4/28/09</a> .
7/23/2009	Added Comment Section.
6/25/2012	Selection screen shot updated.
7/05/2012	Note added to helpful hints re: using the multiple selection for Job Class

**Transaction Code** ZHR\_RPTPYU26

## Helpful Hints

To identify employees who have transferred out of the Personnel Area, the column Old Pers. Area will indicate the losing Personnel Area, while the column New Pers. Area will indicate the gaining Personnel Area with the action of Appointment Change (U3).

To monitor the job class turnover in your agency within a specified time frame, reference the following column headers: Job Class, Job Class Short Text, Job Class Long Text, Old Job Class, Old Job Class Short, Old Job Class Long T.










This report does not show transfers within a Personnel Area. Use the Actions Report (transaction code ZHR\_RPTPA457) to see transfers within a Personnel Area. Reference OLQR User Procedure, [Actions](#).



The multiple selection **Select Ranges** for the **Job Class Abbrev.** field does not work for this report.

## Types of Messages

The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter ) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

**Procedure** Start the transaction using the transaction code **ZHR\_RPTYU26**.

The screenshot shows the SAP 'Movement / Turnover Report' selection screen. The title bar includes 'Program Edit Goto System Help'. Below the title bar is a toolbar with various icons. The main area is divided into two sections: 'Selection Criteria' and 'ALV Options'. The 'Selection Criteria' section contains the following fields:

- Date From: [Yellow field with a calendar icon]
- Date To: [White field]
- Employee Number: [White field] to [White field]
- Personnel Area: [White field] to [White field]
- Business Area: [White field] to [White field]
- Job Class: [White field] to [White field]
- Job Class Abbrev.: [White field] to [White field]

The 'ALV Options' section contains the following field:





- Layout Variant: [White field]

On the right side of the 'Selection Criteria' section, there are four vertical arrows pointing up and down, indicating a list or filter function.

1. As required, complete/review the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Date From	R	Will run the report using the specified date as the beginning date. <b>Example:</b> 09/01/2008
Date To	R	Will run the report using the specified date as the end date. <b>Example:</b> 12/31/2008

1. As required, complete/review the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Area	C	<p>A specific agency/sub-agency in the State of Washington.</p> <p> <b>A Personnel Area or Business Area must be entered.</b>  <b>Example:</b> 3000 (Dept. of Social &amp; Health Services)</p>
to	O	<p>A specific agency/sub-agency in the State of Washington.</p> <p> If there are multiple sub-agencies, an additional Personnel Area may be entered here <b>OR</b> follow the steps below to add several Personnel Areas.  <b>Example:</b> 3000 (Green Hill School)</p>
Business Area / to	C	<p>A specific agency in the State of Washington.</p> <p> This selection option will run the report for this specified agency including their Personnel Area(s). <b>A Personnel Area or Business Area must be entered.</b>  <b>Example:</b> 3000 (Dept. of Social &amp; Health Services)</p>
Job Class	C	<p>A general task of similar purpose and knowledge requirements</p> <p><b>Example:</b> Office Assistant</p>
Job Class Abbrev.	C	<p>Represents or identifies a specific object (for example, a job)</p> <p> The multiple selection <b>Select Ranges</b> for the <b>Job Class Abbrev.</b> field does not work for this report. You will need to enter each job class.</p>

		<div> <div>Multiple Selection for Job Class Abbrev.</div> <div> <div>Select Single Values</div> <div>Select Ranges</div> <div>Exclude Single Values</div> <div>Exclude Ranges</div> </div> <table border="1"> <thead> <tr> <th>O.</th> <th>Lower limit</th> <th>Upper limit</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table> <div> <div>◀ ▶</div> <div></div> </div> <div> <div>⌂</div> <div>✓</div> <div>✗</div> <div>↶</div> <div>↷</div> <div>📄</div> <div>🔍</div> <div>🔗</div> <div>🔧</div> <div>🔴</div> </div> </div>	O.	Lower limit	Upper limit																											
O.	Lower limit	Upper limit																														

**Example: 0004**

2. Perform one of the following:

If	Go To
adding more than one Personnel Area,	Step 3
only one Personnel Area,	Step 4

3. To add multiple Personnel Areas, click  (Multiple Selection) to the right of the **Personnel Area** fields.

Multiple Selection for Employee Number

Select Single Values

Select Ranges

Exclude Single Values

Exclude Ranges

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Click in the empty field and then click on the  (Matchcode) to open the selection list.





The screenshot shows the 'Multiple Selection for Personnel Area' dialog box. The 'Select Single Values (1)' tab is selected. The list contains one entry, 'Sing', with two values: 3003 and 3000. The 'Multiple selection...' button in the bottom toolbar is highlighted.

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



Program Edit Goto System Help

## Movement / Turnover Report

Selection Criteria


Date From	09/01/2008			
Date To	12/31/2008			
Employee Number		to		    
Personnel Area	3003 	to		
Business Area		to		
Job Class		to		
Job Class Abbrev.				

ALV Options

Layout Variant	
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 Notice the  (Multiple Selection Active) button now has a green box indicating additional data for this field.

Click  (Execute) to execute the report.

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## Movement/Turnover Report

**Note:** Results are shown here in two screenshots, left side of page, then far right.

<div> <div>List Edit Goto Views Settings System Help</div> <div> </div> </div> <div> <div> </div> </div>							
<div> <div> <div>State of Washington</div> <div>Movement/Turnover Report</div> </div> <div> <div>Program: ZHR_RPTPYU26</div> <div>User: JANETP</div> <div>Run Date: 05/11/2009</div> </div> <div> <div>The Employee's Name and Personnel Number has been hidden for security purposes.</div> </div> </div>							
Old Pers. Area	New Pers Area	Old Business ...	New Business...	Begin Date	End Date	Action	Action Description
3000	3000	3000	3000	09/23/2008	12/31/9999	U5	Separation
3000	3000	3000	3000	10/01/2008	12/31/9999	U5	Separation
3000	3030	3000	3030	10/16/2008	10/31/2008	U6	Rehire
3000	3019	3000	3000	12/16/2008	01/31/2009	U3	Appointment Change
3002	3002	3000	3000	10/01/2008	12/31/9999	U5	Separation
3007	3007	3000	3000	09/22/2008	12/31/2008	U6	Rehire
3007	3007	3000	3000	09/22/2008	12/31/2008	U3	Appointment Change
3000	3026	3000	3000	12/16/2008	01/15/2009	U3	Appointment Change
	3010		3000	09/27/2008	02/15/2009	U0	New Hire
3008	3008	3000	3000	10/28/2008	12/31/9999	U5	Separation
3023	3023	3000	3000	11/01/2008	12/31/9999	U5	Separation
	3000		3000	12/01/2008	12/31/9999	U0	New Hire
3008	3025	3000	3000	09/16/2008	09/17/2008	U3	Appointment Change

## Movement/Turnover Report (cont'd)

<div> <div>List Edit Goto Views Settings System Help</div> <div> </div> </div> <div> <div> </div> </div>							
<div> <div> <div>State of Washington</div> <div>Movement/Turnover Report</div> </div> <div> <div>Program: ZHR_RPTPYU26</div> <div>User: JANETP</div> <div>Run Date: 05/11/2009</div> </div> </div>							
Reason	Reason Description	Job Class	Job Class Short Text	Job Class Long Text	Old Job Class	Old Job Class Short	Old Job Class Long T
18	Probationary Separation	50001556	178F	SUPPORT ENFORCEMENT OFFICER 1	50001556	178F	SUPPORT ENFORCEMENT OFFICER 1
23	Retirement	50001515	170E	MEDICAL ASSISTANCE SPECIALIST 1	50001515	170E	MEDICAL ASSISTANCE SPECIALIST 1
23	Non-Perm. Limited	50001582	428F	HEALTH CARE INVESTIGATOR 2	50003922	WMS02	WMS BAND 2
32	Reassignment	50001064	351U	Developmental Disabilities Case/Res Mgr	50001064	351U	Developmental Disabilities Case/Res Mgr
23	Retirement	50001095	355N	JUVENILE REHABILITATION PROGRA...	50001095	355N	JUVENILE REHABILITATION PROGRAM MGR 2
23	Non-Perm. Limited	50000915	290D	PSYCHIATRIST 4	50000915	290D	PSYCHIATRIST 4
62	Change in EESubgroup	50000915	290D	PSYCHIATRIST 4	50000915	290D	PSYCHIATRIST 4
05	WMS Apptmt With Review	50003922	WMS02	WMS BAND 2	50003923	WMS03	WMS BAND 3
18	Non-Perm. Limited	51001053	675F	Food Service Worker			
06	Disability Separation-Invol.	50002080	347L	MENTAL HEALTH TECHNICIAN 1	50002080	347L	MENTAL HEALTH TECHNICIAN 1
23	Retirement	50000356	106J	OFFICE MANAGER	50000356	106J	OFFICE MANAGER
18	Non-Perm. Limited	50001034	351D	SOCIAL WORKER 3			
01	Prom/Trial Service Apptmt	50000292	102B	CUST SVS SPEC 2	50002064	347J	PSYCHIATRIC SECURITY ATTENDANT
18	Probationary Separation	50001064	347J	PSYCHIATRIC SECURITY ATTENDANT	50001064	347J	PSYCHIATRIC SECURITY ATTENDANT

5.

You have completed this transaction.
- Result

You have generated the Movement / Turnover report.
- Comment

The report allows you to go directly into the employee's HR Master Data by double-clicking on the employee's record in the report results.

SAP

Movement / Turnover Report

State of Washington  
Movement/Turnover Report

Program: ZHR\_RPTPYU26  
User: JANETP  
Run Date: 07/23/2009

Employee ...	Employee Name	Old Pers. Area	New Pers Area	Old Business ...	New Business...	Begin Date	End Date	Action	Action Description
100	PURPLE, JINELL		1110		1110	02/01/2009	12/31/9999	U0	New Hire
101	BLANK, JANE		1110		1110	02/01/2009	12/31/9999	U0	New Hire
102	BLUE, KELLI		1110		1110	02/01/2009	12/31/9999	U0	New Hire
103	GREEN, LISA		1110		1110	02/01/2009	12/31/9999	U0	New Hire
104	ROED, JANE		1110		1110	02/01/2009	12/31/9999	U0	New Hire

You will be taken to the Display HR Master Data (PA20) screen. From here you can select an infotype and view the employee's record.

SAP

HR Master Data Edit Goto Extras Utilities(M) Settings System Help

Display HR Master Data

Personnel no. 100

Name PURPLE, JINELL

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Active

Basic Personal Data E Other menu

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Contract Elements

Date Specifications

Family/Related Person

Additional Actions

Period

From To

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

To return to the Movement Turnover Report results, click  (Back) to return to the previous screen.

## Movement\_Turnover\_ZHRRPTYU26

List Edit Goto Views Settings System Help  
 Movement / Turnover Report  
 State of Washington  
 Movement/Turnover Report  
 Program: ZHR\_RPTPYU26  
 User: JANETP  
 Run Date: 07/23/2009

Employee	Employee Name	Old Pers. Area	New Pers Area	Old Business	New Business	Begin Date	End Date	Action	Action Description
100	PURPLE, JINELL		1110		1110	02/01/2009	12/31/9999	U0	New Hire
101	BRUK, JANE		1110		1110	02/01/2009	12/31/9999	U0	New Hire
102	BLUE, KELLI		1110		1110	02/01/2009	12/31/9999	U0	New Hire
103	GREEN, LISA		1110		1110	02/01/2009	12/31/9999	U0	New Hire
104	...		1110		1110	02/01/2009	12/31/9999	U0	New Hire